



## 2023 Fee Waiver Application Form

Please review the rules pertaining to available waivers of 2023 annual fees found in the Rules of the State Bar of California, Title 2, Division 2, Rule 2.16. A licensee (or the licensee's spouse, relative, law partner or associate, or legal representative) may apply for a waiver of payment of the annual fees by submitting this completed application form along with the specified required documentation.

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Amt Rcvd \$ \_\_\_\_\_

Initials \_\_\_\_\_

### 1. APPLICATION INSTRUCTIONS

- For the most expedited processing, submit your completed 2023 Fee Waiver Application well in advance of the February 1, 2023 deadline to allow time for processing and for your payment submission.
- Allow several business days for State Bar staff to review your completed application. Upon approval, if you have not already provided a check payment with your application, you will receive an email with instructions to pay your annual fees online through your [My State Bar Profile](#) at the reduced financial waiver rate.
- Submission of timely payment is not contingent on receipt of the confirmation email.** It is your responsibility to submit a timely payment to avoid late penalty. If you do not receive an email confirming your application approval within 2-3 business days, go to [My State Bar Profile](#) to verify whether your annual fees have been adjusted and submit timely payment for the balance.
- All waiver application forms, accompanied by the required documentation and any applicable payment, must be received by the State Bar by February 1, 2023, to avoid late penalty.**
- Incomplete applications will not be considered.
- The current request will apply only to the annual fees accrued during the 2023 annual license renewal.
- Any annual fee waiver granted per State Bar Rule 2.16 has no effect on the licensee's MCLE requirement.

### 2. ATTORNEY INFORMATION

State Bar Number:

First Name:

Last Name:

Email Address (Required):

Requestor's Name (if other than Attorney):

Relationship to Attorney:

Requestor's Phone Number:

### 3. ELIGIBLE REASONS FOR WAIVER REQUEST (Please select one)

#### Financial - Per Rule 2.16(C)3(c)

The licensee has a total gross annual household income from all sources of \$20,000 or less, in which case **the waiver is 50% of annual fees, calculated excluding all other optional deductions.**

[NOTE: Total gross annual household income from all sources includes, but is not limited to, spousal income and any other income sources obtained outside of the practice of law. Medical hardship alone does not grant eligibility for a fee waiver without accompanying financial hardship.]

**Required Documentation:** Copy of 2022 Tax Return Form 1040 or 1040A and any schedules.  
If no tax return was filed, a completed "2023 Fee Waiver Application Form Attachment A (Financial Declaration)" must be submitted.

#### Military – Per Rule 2.16(D)

The licensee is serving in the Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, or the Coast Guard Reserve, provided that the licensee has been ordered to report to full-time active duty for more than thirty days.

**Required Documentation:** Copy of the order to report for active duty. Please underline, circle, or otherwise note the sections of the order that show the status as a reservist and that the licensee is called to active duty for at least 30 days in 2023.

#### Magistrate, Commissioner, or Referee - Per Rule 2.16(C)3(a)

The licensee serves full-time as a magistrate, commissioner, or referee for a state or federal court of record.

**Required Documentation:** Copy of the oath taken upon accepting the position.

#### Sitting on Assignment – Per Rule 2.16(C)3(b)

The licensee is a retired judge who accepts assignments from the Chief Justice of California to act in a judicial capacity.

**Required Documentation:** Copy of the oath taken upon accepting the position.

#### 4. PAYMENT INFORMATION

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If applying for the financial fee waiver, you must submit your completed 2023 Fee Waiver Application Form and required documentation and payment no later than **February 1, 2023**, to avoid the late penalty. After this date, even if you qualify for the 50% waiver, you will also owe 50% of the late penalty. Please note: The financial fee waiver is 50% of annual fees, calculated excluding all other optional deductions. See your [My State Bar Profile](#) regarding deductions.

Allow several business days for State Bar staff to review your completed application. Upon approval, if you have not already provided a check payment with your application, you will receive an email with instructions to pay your annual fees online through your [My State Bar Profile](#) at the reduced financial waiver rate.

**Submission of timely payment is not contingent on receipt of the confirmation email.** It is your responsibility to submit a timely payment to avoid late penalty. If you do not receive an email confirming your application approval within 2-3 business days, go to [My State Bar Profile](#) to verify whether your annual fees have been adjusted and submit timely payment for the balance.

Please Note: For credit and debit card payments, a non-refundable service fee of 2.5% will be added to all charges and collected by our credit card processor. Only debit cards capable of being run as a credit, such as Visa or MasterCard, can be used for payment and subject to the service fee of 2.5%. There is no processing fee associated with ACH (electronic check) payments.

**Active Status:**

- Payment **on or before** February 1, 2023:  
**\$278.50** without \$47 deductions. If paid by credit card, \$6.96 processing fee will be added. **OR \$231.50** with \$47 deductions taken. If paid by credit card, \$5.79 processing fee will be added.
- Payment **after** February 1, 2023:  
**\$328.50** without \$47 deductions. If paid by credit card, \$8.21 processing fee will be added. **OR \$281.50** with \$47 deductions taken. If paid by credit card, \$7.04 processing fee will be added.

**Inactive Status:** Applies only to those attorneys who are inactive by February 1, 2023

- Payment **on or before** February 1, 2023:  
**\$112.20** without \$47 deductions taken. If paid by credit card, \$2.81 processing fee will be added. **OR \$65.20** with \$47 deductions taken. If paid by credit card, \$1.63 processing fee will be added.
- Payment **after** February 1, 2023:  
**\$127.20** without \$47 deductions taken. If paid by credit card, \$3.18 processing fee will be added. **OR \$80.20** with \$47 deductions taken. If paid by credit card, \$2.01 processing fee will be added.

#### 5. DECLARATION

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I declare under penalty of perjury under the laws of the State of California that the foregoing is true and all attachments to it are true and correct.

Signature:

Date:

#### 6. SUBMISSION INFORMATION

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**Submit your completed 2023 Fee Waiver Application with required documentation by February 1, 2023 to:**

- **FOR THE MOST EFFICIENT PROCESSING EMAIL COMPLETED FORM IN PDF FORMAT TO: [AttorneyRegulation@calbar.ca.gov](mailto:AttorneyRegulation@calbar.ca.gov)**
- Alternatively completed form can be faxed or mailed to: Fax: 415-538-2576  
Mail: The State Bar of California - Attorney Regulation  
180 Howard Street  
San Francisco, CA 94105



## 2023 Fee Waiver Application Form - Attachment A Financial Declaration

If you are requesting the **waiver of 50% of your 2022 annual State Bar annual fees available per State Bar Rule 2.16(C)3(c) based on financial hardship**, and you are unable to provide a copy of your 2022 tax return, please complete and submit this Financial Declaration with your Fee Waiver Application. Waiver requests and documentation may be audited. If you are later found ineligible, you must pay full annual fees and any applicable late fees.

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Initials \_\_\_\_\_

### 1. ATTORNEY/REQUESTOR INFORMATION

State Bar Number:

First Name:

Last Name:

Requestor's Name (if other than attorney):

Relationship:

Email:

Phone:

I am submitting this Financial Declaration in lieu of my 2022 Tax Return because:

### 2. FINANCIAL INFORMATION

Explain Financial situation (use additional sheets as necessary):

Please note that financial hardship shall not apply if the licensee's 2022 total gross annual household income from all sources exceeds \$20,000 (See Rules of the State Bar, Title Two, Rule 2.16(C)3(c)). **This maximum amount has been set by the State Bar's Board of Trustees and cannot be adjusted by the Attorney Regulation & Consumer Resources department.** Please check the appropriate boxes below and list relevant dollar amounts. If no income was collected, please enter "0" in the TOTAL box below.

1) Licensee is currently receiving financial assistance under the following programs:

a) Welfare: attach supporting documentation

\$

b) Disability: attach supporting documentation

\$

2) Licensee's 2022 total gross annual household income obtained from all other sources:

(Including, but not limited to: All employment income, spousal income, rental income, investment income, unemployment benefits, social security, child support, etc.)

\$

\$

\$

\$

**TOTAL**

\$

(from ALL sources)

(If no income, enter "0")

### 3. DECLARATION

I declare under penalty of perjury under the laws of the State of California that my total gross annual household income from all sources in 2022 was \$20,000 or less and that the foregoing is true and correct.

Signature:

Date:

**Attach this form and all required documentation to the 2023 Fee Waiver Application Form.**